

MINNESOTA DEPARTMENT OF HEALTH

Face Sheet

Grant Application For

ASSIST Tobacco-Use Prevention

1. Applicant Agency (with which grant contract is to be executed)		
Legal Name Greater Minneapolis Day Care Association	Address 1628 Elliot Avenue South Mpls, MN 55404	Phone (612) 341-1177
2. Director of Applicant Agency		
Name/Title Constance Bell, Executive Direc.	Address 1628 Elliot Avenue South Mpls, MN 55404	Phone (612) 341-1177
3. Fiscal Management Officer of Applicant Agency		
Name/Title Pat Botten, Financial Director	Address 1628 Elliot Avenue South Mpls, MN 55404	Phone (612) 341-1177
4. Operating Agency (if different from number 1)		
Name/Title —	Address	Phone ()
5. Contact Person for Operating Agency (if different from number 2)		
Name/Title Cindy Kelley, Director of Family Child Care Services	Address 1628 Elliot Avenue South Mpls, MN 55404	Phone (612) 341-1177
6. Contact Person for Further Information on Application (if different from number 5)		
Name/Title —	Address	Phone ()

7. Copies of this application have been sent to the following Community Health Boards for review:

Community Health Board(s) – N/A if the Board is the Applicant	Agency Name(s)	Date sent
	Minneapolis Public Health Department	6/8/93
	Bloomington Public Health Department	6/8/93
	Hennepin County Public Health Department	6/8/93

8. I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.

Signature of Director of Applicant Agency <i>Constance Bell</i>	Title <i>Executive Director</i>	Date <i>6/15/93</i>
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HE-01274-03 (4/93)

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MINNESOTA DEPARTMENT OF HEALTH

PROJECT INFORMATION FOR

ASSIST Tobacco-Use Prevention

1. Project Information:

APPLICANT AGENCY Greater Minneapolis Day Care Association			
BEGINNING DATE October 1, 1993	END DATE September 30, 1994	PROJECT FUNDS REQUESTED Year 1 Year 2 NA	
SERVICE AREA (City, County, or Counties) Hennepin County		LOCAL MATCH PROVIDED Year 1 Year 2 NA	
		MN TAX I.D.# 24019	
		FED. I.D.# (If applicable)	

2. Non-Profit Status:

501.C3 Copy Attached: Yes ☒ Not Applicable ☐

3. Evidence of Workers' Compensation Insurance:

Attached: Yes ☒ No ☐ Not Applicable ☐

4. Affirmative Action:

The agency has a certificate from the Commissioner of Human Rights, pursuant to M.S. 363.073:

Attached:

Yes ☒ No ☐ Not Applicable Because:

☐ (a) Total Contract is \$50,000 or Less

☐ (b) Agency Has 20 or Fewer Full-Time Employees

☐ (c) Units of Local Government

☐ (d) Indian Reservation

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Department of the Treasury



District Director

Internal Revenue Service

Date:

In reply refer to:

September 28, 1973 | A:F:211;JGD:ag

Greater Minneapolis Day Care Association
▷ 430 Oak Grove - Suite B-10
Minneapolis, Minnesota 55403

Gentlemen:

In a letter dated August 21, 1968, your organization was granted exempt status under Section 501(c)(3) of the Internal Revenue Code. In that letter, we made no determination as to your foundation status. Based on information available, we have now classified your organization as one that is not a private foundation as defined in Section 509(a) of the Internal Revenue Code because you are an organization described in Code Section:

- ☒ Section 509(a)(1)- and 170(b)(1)(A)(vi)
- ☐ Section 509(a)(2)
- ☐ Section 509(a)(3)
- ☐ Section 509(a)(4)

This classification is based on the assumption that your operations will continue as stated in your application. All changes in your purposes, character, or method of operation must be reported to your District Director so he can consider their effect on your status.

Very truly yours,

R. C. Voskuil
District Director

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EVIDENCE OF COMPLIANCE

State law forbids the Commissioner of Health from entering into any grant contract until the Commissioner receives acceptable evidence of compliance with workers' compensation insurance coverage requirements from the grantee. The exception to this requirement is a self-employed grantee who has no employees. An employee, as defined by M.S. 176.011, subd. 9, is any person who performs services for another for hire, including minors and family members.

If you do not fall within the exception and you wish to enter into a grant contract with the Commissioner of Health, you can furnish acceptable evidence of compliance with workers' compensation coverage in any one of the following four ways:

1. Attach a certificate of insurance (supplied by your workers' compensation carrier) to this Exhibit; or
2. If you are self-insured, attached a written order from the Minnesota Commissioner of Commerce allowing you to self-insure to this Exhibit; or
3. If you are self-insured and you are a state agency or a municipal subdivision of the state, pursuant to M.S. 176.181, subd. 2, and are not required to obtain a written order from the Commissioner of Commerce, circle this entire item and sign and date the form below in the space provided; or
4. Fill in the information for each item below and sign in the space provided:

- (a) Name of Grantee's Insurance Carrier:

State Fund Mutual Work Comp Co
C/O Shamrock Agencies, Inc.
PO Box 483, 443 Union Place, Excelsior, MN 55331

- (b) Address of Grantee's Insurance Carrier:

See above

- (c) Grantee's Insurance Policy Number:

4163.205

- (d) I affirm that all the employees of Greater Minneapolis Day Care Assoc
(Grantee's Name)

are covered by the workers' compensation insurance policy listed above.

Signed by:

Courtney A Bell

Title:

Executive Director

Date:

6/15/93

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CERTIFICATE OF INSURANCE

03/26/93

PRODUCER

SHAMROCK AGENCIES, INC.

 P O Box 438 443 Union Place
 Excelsior, MN
 55331-
 PHONES 612-474-0929

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

INSURED

 Greater Mpls. Day Care Assn.
 1628 Elliot Avenue South
 Mpls., MN
 55404

COMPANY LETTER A Westfield Insurance Company

COMPANY LETTER B State Fund Mutual Work Comp Co

COMPANY LETTER C

COMPANY LETTER D

COMPANY LETTER E

> COVERAGES <=====

THIS IS TO CERTIFY THAT POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO: LTR:	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF DATE	POLICY EXP DATE	ALL LIMITS IN THOUSANDS	
	GENERAL LIABILITY				GENERAL AGGREGATE	1000
A	<input checked="" type="checkbox"/> COMMERCIAL GEN LIABILITY	CWP 3481843	09/01/92	09/01/93	PRODS-COMP/OPS AGG.	1000
	<input type="checkbox"/> <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCC.				PERS. & ADVG. INJURY	1000
	<input type="checkbox"/> OWNER'S & CONTRACTORS PROTECTIVE				EACH OCCURRENCE	1000
A	<input checked="" type="checkbox"/> Contractual	CWP 3481843	09/01/92	09/01/93	FIRE DAMAGE (ANY ONE FIRE)	50
	<input type="checkbox"/>				MEDICAL EXPENSE (ANY ONE PERSON)	5
	AUTOMOBILE LIAB				CSL	1000
	<input type="checkbox"/> ANY AUTO	CWP 3481843	09/01/92	09/01/93	BODILY INJURY (PER PERSON)	
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (PER ACCIDENT)	
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY	
A	<input checked="" type="checkbox"/> HIRED AUTOS					
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	<input type="checkbox"/> GARAGE LIABILITY					
	<input type="checkbox"/>					
	EXCESS LIABILITY					
	<input type="checkbox"/> UMBRELLA FORM				EACH OCC	AGGREGATE
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM					
B	WORKERS' COMP	4163.205	08/01/92	08/01/93	STATUTORY	
	AND				100	EACH ACC
B	EMPLOYERS' LIAB	same			500	DISEASE-POLICY LIMIT
					100	DISEASE-EACH EMPLOYEE
	OTHER					
A	Bond	DDD-594255	06/26/90	06/26/93		\$100,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Insured provides general information to providers and purchaser of day care services including operation of Child Care Information Network

> CERTIFICATE HOLDER <=====

 Sternfels & Co., Inc.
 504 Cedar Avenue
 Minneapolis, MN
 55454

ACORD 25-S (3/88)

> CANCELLATION <=====

= SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

= AUTHORIZED REPRESENTATIVE

Frank R. Shew, Jr.

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Department of Civil Rights

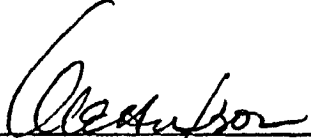
CONTRACT COMPLIANCE
CERTIFICATION OF APPROVAL

minneapolis
city of lakes

The GREATER MINNEAPOLIS DAY CARE ASSOC.
is hereby certified by the Minneapolis Department of Civil Rights as having an
Affirmative Action Plan Approved by the Director.

This certification shall extend for two years beginning MARCH 18, 1993
and is subject to revocation or suspension by the Director of Civil Rights for failure to make a
substantial effort to implement the terms and conditions pursuant to your Affirmative Action Plan.




Emma Hixson
Executive Director
Minneapolis Department of
Civil Rights

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ASSIST PROJECT NARRATIVE

- Type of Grant:** * Special Project Within Primary Intervention Region - Hennepin County, includes targeting of African American child care households.
- Policy Objectives:** * Eliminate Environment Tobacco Smoke
- Media Objectives:** * Media event in January, one hour of radio air time in December, newsletter distribution.
- Target Populations:** * Blue collar women - 84% of licensed providers fall into this category, total is 1,592.
* Low Income Women - 10% of the population or 190 providers.
* African American Women - 5% of the population or 95 providers.
- Funds Will Support:** * Promotion & support of state tobacco control law
* Efforts to increase tobacco free worksites (licensed child care homes)
* Promotion of available services
* A community campaign
* Printing, reproduction, & adaption of existing tobacco education materials
* Incorporation of tobacco education in early childhood professional training program (workshops)

B. Description of Special Project:

Background Information

This special project titled SMOKE FREE HOMES FOR KIDS, is a collaborative effort of the Greater Minneapolis Day Care Association (GMDCA), Hennepin County Women's and Children's Health Department, Bloomington Public Health Department, Minneapolis Public Health Department, and the American Lung Association. In addition, fourteen licensed family child care providers from throughout Hennepin County will act as advisors to the project. An additional two African American providers will also be consulted about materials targeted to that community.

This project will be developed for the 1,896 licensed family (or home) providers operating in Hennepin County. Ninety-five providers (5%) are African American and 190 providers (10%) are low-income. The 10% low-income figure is an estimate based on the number of single parent child care providers and those providers serving primarily low income families and living in low income areas. This figure is considered conservative and could be higher.

Secondary populations served by this project include 12,324 young families and the 15,168 children of those families attending child care.

Family child care providers care for the majority of young children in licensed programs in Minnesota and throughout the country. Of the 1,896

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licensed homes in Hennepin County, our child care data base shows 24% of these homes designated as smoking homes. Within the 457 smoking homes, 167 providers indicate that they are smokers. In addition, in 290 homes where the provider does not smoke, there are one or more household members that do smoke.

The average number of children enrolled in a licensed child care home is eight. Based on this data, we know that 3,656 children in Hennepin County are suffering from the ill affects of second-hand smoke while in a child care setting. Unfortunately, we do not collect data on the number of parents that smoke who also have children enrolled in a smoking child care home. The children experiencing second-hand smoke at home and at child care are the most severely affected and will benefit greatly from the intervention strategies that have been developed for SMOKE FREE HOMES FOR KIDS.

This collaboration views our special project SMOKE FREE HOMES FOR KIDS as a unique opportunity because effective January of 1994, smoking will be banned in licensed child care homes in Minnesota during child care hours. This law will apply to all household members including the provider.

GMDCA staff testified in favor of the bill bannning smoking at the Minnesota Legislature. Staff also informed providers and parents about the bill through newsletters and media interviews. A small proposal was written and funded to publish two one-page flyers about second-hand smoke for parents and providers. This previous work shows collaboration member commitment to decreasing smoking rates in this target population. We believe our approach will be effective.

#5 RATIONAL OF NEED

Due to resources already available, this collaboration has the opportunity to reach 1,896 child care providers (includes 95 African American households and 190 low income households), 12,324 families and 15,168 children of those families. The data on children and families includes families from all economic backgrounds as well as a variety of cultural and ethnic backgrounds.

We believe to reduce the smoking rates of the target population it must become a child care norm for adults caring for children to be non-smokers. In addition and just as important, the new generation of children being served by the child care system must receive the message about the dangers of second-hand smoke during the years before school and throughout the schoolage years. Children can best receive and buy into this message when hearing it and seeing modeled by those persons most significant in their lives---their parents and their child care provider.

The SMOKE FREE HOMES FOR KIDS project meets many of the goals of ASSIST including:

- 1) policy advocacy
- 2) work through various channels
- 3) targeting priority populations
- 4) incorporating media advocacy

We are particularly unique because we have an opportunity to reach a significant number of providers, parents and children. The following is SMOKE FREE HOMES FOR KIDS program objectives, strategies and a timeline.

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Objectives

1. Use implementation of the new law prohibiting smoking in family child care homes during child care hours as an opportunity to increase awareness of the dangers of second-hand smoke to providers, families they serve and the young children in their care.
2. Reduce smoking rates in all child care homes in Hennepin County from 25% to 17% -- from 457 child care households to 322 child care households.
3. Specifically target African American households.
4. Work with the Department of Human Services (DHS) around issues of effective enforcement of the non-smoking law for child care homes.

Strategies and Timeline

1. Hire a media firm to work with the collaboration to build awareness of health concerns related to second-hand smoke.
September 1993
2. Set up a task force with representation from the child care community, providers, DHS, and Hennepin County Licensing to develop effective implementation strategies to assure smooth transition of smoke free child care homes.
October 1993
3. Minnesota's statewide coalition, Child Care WORKS, will publish information about Hennepin County's plan for smoking reduction and recommendations about how other counties can implement such a plan in their child care communities. IN THE WORKS newsletter circulation is 9700 and reaches key advocates, legislators, and coalition members statewide.
October 1993
Sample newsletter attached.
IN-KIND
4. Develop smoke free kits for all licensed providers in Hennepin County.
Kits will include:
 - a) A poster to put in the window to increase parent and community recognition (Ex: This is a smoke free home).
 - b) Children's curriculum previously developed by the American Lung Association --The Unpuffables-- for schoolage children and an adapted version for younger children.
 - c) Information on the dangers of second-hand smoke.
 - d) Benefits of a smoke-free environment.
 - e) Importance of choosing smoke free child care.
 - f) Smoking cessation tip sheet.
 - g) Where to go to get help to stop smoking.

Specialized kits with an ethnic focus will be developed for African American households.
November/December 1993
5. Devote one page of GMDCA's quarterly newsletter--Home Care Line--to cessation, provide information about the upcoming media campaign and distribution of smoke free kits. We will also publish meeting for smoking cessation support groups and provider leaders will be recruited for these groups.
November 1993 and February and May 1994
IN-KIND

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6. Devote one hour of radio air time in December to focus on issues of second-hand smoke and the upcoming media campaign. Two one-half hour shows will be broadcast on the KFAF radio show from 12:30 to 1:00 p.m. in December. Guests will include an American Lung Association representative, a public health nurse and providers discussing smoking cessation and related issues. Audience reached by each show is 20,000 in the seven county metro area.

December 1993

IN-KIND

7. Distribution of the 1896 provider smoke free kits will coincide with the media firm contacting all the local television and radio stations to increase publicity about the kits and the new law affecting child care homes. A specific day in January 1994 will be targeted as the kick off of the campaign and providers will be encouraged to put their posters in the front window and spend the week focusing on the hazards of cigarette smoke with the children and families they serve.

January 1993

8. Develop and distribute one 8 page specialty issue of GMDCA's publication Newsline. The publication will focus entirely on smoking issues including the dangers of second-hand smoke, prevention strategies with young children, information about the law and where to go to get help to stop smoking. Circulation of this publication is 5000 and includes child care programs county wide, parents and public policy makers on local and state levels.

Sample Newsline attached.

February/March 1993

9. In cooperation with the American Lung Association and early childhood educators, present six workshop to educate providers about the dangers of second hand smoke. Workshops will be held at the national family child care conference held in Minnesota in 1994, at the annual statewide early childhood conference in October (MnAEYC), with an additional three workshops to be held in regular GMDCA community sites throughout Hennepin County.

October 1993 through May 1994

IN-KIND

Our knowledge of the early childhood field makes us painfully aware of the negative affects of inappropriate practices and role modeling on young children. This grant is an opportunity to increase the number of smoke free environments for children and families while educating them about the dangers of second-hand smoke. In order to do this, children's caregivers and their parents must have sufficient information to "buy in" to the benefits of a smoke free environment.

A study done in North Carolina and reprinted in the Journal of School Health indicates that by eighth grade youngsters already show inclinations to smoke. Parental smoking habits (and child care role models we assert) are shown to have the greatest influence on students desire and decision to smoke. Low self-esteem was the other factor.

We are confident that our plan to reach providers, children and their families about this critical health issue will make a strong impact in Hennepin County. We hope you will give us the opportunity to implement this plan. Thank you.

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Evaluation

All providers will receive a satisfaction survey in the issue of Home Care Line following distribution of the smoke free kits (February 1994). The survey will address:

- a) If/how the smoke free kits were used
- b) Ease of directions
- c) Appropriateness of the curriculum for age groups
- d) Value of diversity materials
- e) Value of stop cessation resources
- f) Impact on smoking decisions for providers, household members and families
- g) Questions about the media campaign

The family child care advisory council providing feedback on the grant will be surveyed separately as will DHS. These two groups will receive a more in-depth survey about provider compliance to the law, usefulness of the kits and an opportunity to tell us how to do a better job in the future.

Summer 1994

IN-KIND

#6 COMMUNITY ORGANIZATION/RESOURCES

This collaboration will use systems already in place to distribute written information via three newsletters, through radio and television channels as well as through distribution of smoke free kits and ensuing activities related to the kits for young families.

Resources include:

GMDCA Referral Service - is a member of the statewide network of Resource and Referral Agencies. The referral service receives funding from Hennepin County, DHS and other sources. The referral service collects child care data for Hennepin County including names and addresses of all child care programs, openings available to parents looking for child care, ethnic background of caregiver and his/her family, smoking information and a variety of other data.

GMDCA Newsline Publication - published three times per year, the Newsline addresses a variety of public policy issues related to children birth to age twelve. Circulation is 5000 and is targeted to child care programs, businesses, local, state and national legislators and those that influence public policy.

GMDCA Home Care Line Publication - published four times per year, the Home Care Line addresses a variety of issues of interest to licensed providers in Hennepin County. Circulation is 2100.

Child Care WORKS - a statewide broadbased coalition of organizations and individuals representing women's, child care, labor, community and religious groups which have developed and organized around a statewide advocacy agenda. Child Care WORKS influences public policy decisions at federal, state and local levels. Child Care WORKS is housed at GMDCA. Child Care WORKS newsletter--IN THE WORKS--is published 4 times per year and circulation of this publication is 9700.

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KFAI Radio Show - airs 52 times per year in a half hour format on Wednesdays from 12:30 to 1:00 p.m. The show broadcasts information around a variety of issues of importance to families, children and providers. The radio show is funded in part by GMDCA.

#7 AGENCY SERVICES OF COMMUNITY/ORGANIZATION

1. **Greater Minneapolis Day Care Association (GMDCA)** is a non-profit organization founded in 1968. The organization offers a wide variety of services to parents, providers and children. Services include referrals for parents looking for child care, sliding fee funds to help parents pay for child care, workshops & conferences for providers, telephone assistance for programs around a variety of operation and child development issues, employer child care enhancement services as well as public policy and advocacy. GMDCA will be the fiscal agent for the ASSIST Grant. Annual report attached.
2. **Hennepin County Community Health Department** - The Child Care Consultation Program is a service provided primarily by public health nurses to child care providers in suburban Hennepin County (excluding Richfield, Bloomington & Edina). The intent of the services is the promotion of health, safety and well being of children in child care. Services are provided through on-site visits, telephone consultation and offering of educational programs to children, parents and child care providers. Areas of focus for the public health nurses are infection control, sanitation, safety, injury prevention and promotion of growth and development.
3. **Minneapolis Health Department** - The Public Health nurses from the Minneapolis Department of Health and Family Support Child Care Consultation Program provide telephone and on-site consultation services to family child care and center based programs in Minneapolis. The goal is optimum health and safety for children in child care settings. A main focus of consultation is infectious disease prevention. Other issues include (but are not limited to) injury prevention, first aid, immunization and growth and development. In 1992, consultation services were provided to 143 family child care providers and 115 centers in Minneapolis. Public health nurses also consult with individuals and agencies on specific health issues as the need arises. Finally, public health nurses teach health education classes to child care personnel on a local, state and national level.
4. **Bloomington Public Health Department** - The mission of the Bloomington Health Division is to protect and promote health through the provision of services in the areas of family health, home health, disease prevention and control and health promotion. Services include clinical services, home health care, health consultation, information and referral, and community health education. The Bloomington Health Division serves all residents living in Richfield, Bloomington and Edina.
5. **American Lung Association of Hennepin County (ALAHC)** - is a not for profit, voluntary health agency dedicated to promoting respiratory health through education and research. It is the oldest voluntary health agency in Minnesota, and is now in its 90th year of community service. The agency is dedicated to prevention, cure and control of all lung diseases and their related causes, including smoking, air pollution and occupational lung hazards. By establishing priorities and concentrating resources where they will be most effective, the ALAHC has made a positive impact on the health of our community.

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#8 PERSONNEL

Attached find resumes of key persons involved in this collaboration. GMDCA staff person Cindy Kelley will be responsible for management of the ASSIST grant.

#9 BUDGET FORM & BUDGET JUSTIFICATION

See attachments.

#10 LETTERS OF SUPPORT

See attachments.

OTHER

See newsletter attachments and the GMDCA annual report.

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BUDGET FORM
ASSIST TOBACCO-USE PREVENTION FUNDS

APPLICANT'S NAME: Greater Minneapolis Day Care Association
 ADDRESS: 1628 Elliot Avenue South
Minneapolis, MN
 PHONE: (612) 341-1177

Expenses beginning October 1, 1993 and ending September 30, 1994.

		AMOUNT	MATCHING FUNDS
1. SALARIES	Cost per Hour X No. of Hours	\$ 5401	\$ 2314
Name and Title	10 hrs x 13.49/hr plus 10% benefits		
2. TRAVEL	No. of Miles X \$.21/Mile	\$ -0-	\$ 413
(Note: IRS now allows 27.5¢ per mile. we pay this amount.)			
3. MATERIALS/TRAINING		\$ 12,600	\$ 1790
4. CONTRACTUAL		\$ 1875	\$ -0-
5. OTHER		\$ 7323	\$ 754
TOTALS		\$ 27,199	\$ 5271

Please attach budget justification to this Budget Form.

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Smoke Free Homes For Kids Budget

1) Staff		\$ 4,910
2) Benefits		<u>491</u>
	Subtotal	\$ 5,401
3) Media Firm		1,875
4) DHS Task Force		350
5) Smoke Free Kits		9,600
6) Postage		2,700
7) Printing/Copying		300
8) Newsline		3,000
9) Office Supplies/Computer Time		300
10) Collaboration Stipends		<u>1,200</u>
	Subtotal	\$ 24,726
	Admin. less stipends	<u>2,473</u>
	ASSIST Request TOTAL	\$ 27,199

IN-KIND

1) Staff		\$ 2,104
2) Benefits		<u>210</u>
	Subtotal	\$ 2,314
3) IN THE WORKS Newsletter		200
4) Home Care Line Newsletter		450
5) KFAI Radio Show		240
6) 6 Workshops		900
7) Mileage		413
8) Evaluation		<u>275</u>
	Subtotal	4,792
	Admin.	<u>479</u>
	TOTAL	\$ 5,271

Total Grant Amount. (ASSIST plus In-Kind)	<u>32,470</u>
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Smoke Free Homes For Kids Budget Justification

1)	1 staff person @ 7 hrs/wk x 52 wks x \$13.49/hr	\$ 4,910
2)	Benefits @ 10%	<u>491</u>
	Subtotal	5,401
3)	Media Firm 15 hrs @ \$125/hr	1,875
4)	DHS Task Force: Report Development - 100 Printing & Postage - 125 Meeting Space/Refreshments - 125	350
5)	Smoke Free Kits: Poster Adaption/Artwork - 2,000 Adaption of AA Materials - 600 Adaption of Unpuffables - 1,000 Kit/Materials Printing - 3.00 each x 2,000 kits - 6,000	9,600
6)	Postage: Kits @ 1.00 each x 2,000 Project Misc. - 700	2,700
7)	Printing/Postage: Project Misc.	300
8)	Newsline: Development/Printing/Postage	3,000
9)	Office Supplies/ Supplies - 150 Computer Time: 15 computer hrs @ 10.00/hr - 150	300
10)	Collaboration Stipends 4 Agencies x 300 each	<u>1,200</u>
	Subtotal	24,726
	Admin. less stipends @ 10%	<u>2,473</u>
	ASSIST Request TOTAL	\$ <u>27,199</u>

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Smoke Free Homes IN-KIND Budget Justification

1)	1 staff person @ 3 hrs/wk x 52 wks x \$13.49/hr	\$ 2,104
2)	Benefits @ 10%	<u>210</u>
	Subtotal	2,314
3)	IN THE WORKS Newsletter: 2-1 page articles @ \$100 ea.	200
4)	Home Care Line Newsletter: 3-1 page articles @ \$33 ea.	400
5)	KFAI Radio Show: 3 hrs prep x 2 shows @ 15/hr = \$90 \$75 per show to produce x 2 shows = \$150	240
6)	6 Workshops \$100 per instructor x 6 workshops \$50 per workshop coordination & planning x 6	900
7)	Mileage 5 collaboration members x 1.5 meetings per month x 10 months x 20 miles round trip x \$27.5 per mile	413
8)	Evaluation Home Care Line Survey Development and printing - \$200 Council and DHS Survey - \$75	<u>275</u>
		4,792
	Admin @ 10%	479
	TOTAL	<u>\$ 5,271</u>

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PENNY GOTTIER FENA

REDACTED

EMPLOYMENT HISTORY

American Lung Association of Hennepin County (ALAHC), Minneapolis, MN. 1981 to current.

Deputy Director of Program Services: (Promotion Position)

Director: Smoking Intervention Programs and Children's Lung Disease Programs

- Develop, implement and evaluated short-term and long-term programs related to children's lung disease and smoking intervention
- Wrote *Stop Smoking: A Guide to Your Options* and *Nuts and Bolts: Making Your Program Work*; rewrote *Freedom from Smoking Clinic Program*—all are distributed nationally
- Responsible for grant writing and administration of grants
- Hire, train and promote staff of 60 physicians, nurses, respiratory therapists, social workers, pharmacists, group leaders and educators
- Direct Camp SUPERKIDS, largest camp in United States for children with asthma: increased enrollment nearly 40 percent, tripled budget allocations and doubled staff
- Developed, implemented and evaluated Camper Health Asthma Management Program (CHAMPS), which was funded for national marketing and distribution
- Manage premier, national Freedom from Smoking® program for corporations and general public, and consult nationally on marketing strategies
- Directed first annual national conference for minority outreach — Tobacco, Marijuana, Cocaine and Crack: The Minority Focus
 - Attracted 350 participants first year
 - Succeeded as model conference nationally
 - Developed second conference in 1990 — Race, Class and Addiction — for 500 participants
 - Created Body Guard: a tobacco/substance abuse program for youth of color

American Lung Association (ALA) National Office, New York, NY. 1986 to current.

Freelance Consultant -- Special National Assistant on Smoking or Health, and Lung Disease Programs

- Executive Administrator: direct national consortium of medical professionals interested in promoting and enhancing camps for children with asthma
- Developed strategies for standardizing ALA program revenues and pricing structure
- Provide counsel to 300 ALA offices concerning operation of smoking intervention programs and proven marketing strategies
- Coordinate, train and certify National Corp of Freedom from Smoking® facilitators/trainers — 500 facilitators and 200 train-the-trainers

American Lung Association of Minnesota, St. Paul, MN. 1976-1981.

Minnesota Coordinator for Smoking or Health Programs -- (Promotion Position)

Executive Director of the Association for Non-Smokers' Rights (ANSR)

Field Program Associate, Southern Minnesota

PROFESSIONAL RECOGNITION

1990 Recipient of Staff Excellence Award -- National Congress of Lung Association

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Penny Gottier Fena
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NATIONAL SPEAKING AND TRAINING ENGAGEMENTS *

Creative Staffing Techniques
Cost Recovery in the Not-for-Profit World
Crisis Management: Dealing with a Death at Asthma Camp
Non-Manipulative Sales Techniques
National Corp. of Freedom from Smoking® Facilitators
Will We Achieve a Smoke-Free Society by the Year 2,000? -- Building Coalitions that Work
Minority Outreach Initiative: Empowering a Community

* A complete list of national speaking and training engagements is available upon request.

EDUCATION

Mankato State University, Mankato, MN.

Bachelors Degree -- Health Education and Community Health Education.

Additional Training and Coursework:

Minimum of 50 hours/year in Management, Marketing, Dealing with Media and Health Education

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REFERENCES

References are available upon request.

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COMMUNITY HEALTH SERVICES

Bloomington

Edina

Richfield



Phone: (612)887-9603

Fax: (612)887-9693

TDD: (612)887-9677

PROTECTING AND PROMOTING HEALTH

Rose M. Jost, R.N., M.Ed
Community Family Health Coordinator
City of Bloomington
Division of Public Health

Current Responsibilities:

Coordinate and supervise those activities which protect and promote the health of children and families. These activities include the coordination or provision of education, counseling, screening, school health services, child care consultation, family planning informational services, prenatal support, parenting support, family violence intervention, health risk reduction, child abuse and neglect prevention, and child development monitoring.

Education:

Bachelor of Science in Nursing
Gustavus Adolphus College
cum laude

Master of Education
University of Minnesota
Sigma Theta Tau

Licensure:

Registered Nurse, State of Minnesota, Board of Nursing
Public Health Nurse, State of Minnesota, Board of Nursing
Licensed School Nurse, State of Minnesota, Department of Education

Current Professional Activities:

Author of "Health Highlights" column of the Minnesota Association for the Education of Young Children publication: News

Greater Minneapolis Day Care Association Health Committee

Health Advisory Committee, Children Home Society of Minnesota

Metropolitan Public Health Child Care Consultants

Metropolitan School Health Service Coordinators

Healthy Mothers, Healthy Babies Coalition

South Hennepin Red Cross Board

Lecturer: University graduate course, "Biomedical Aspects of Physical Impairments"

Free-lance writing: Health and safety issues

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Resume of Joan T. Stole

Educational Record:

St. Olaf College, Northfield, Minn. Bachelor of Science in Nursing Degree.

Experience Highlights:

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Employed by Minneapolis Health Department as a Public Health Nurse. From April 1980 - February 1985 was involved in home visitation to families with a variety of health needs; health promotion and maternal child health as well as care of the sick. Provided assessment, health education, support and "hands on" care as needed. Coordinated care with other health agencies as needed. From February 1985 - present have been a health consultant to child care programs in Minneapolis. Work with other child care team members to promote optimum health and safety standards in child care programs.

REDACTED

Employed by Medical Personnel Pool as a Registered Nurse. Provided supplemental nursing care to several Minneapolis hospitals.

REDACTED

Employed by Abbott-Northwestern Hospitals in Minneapolis. RN experience in the medical surgical area.

Certifications:

Certified as a Public Health Nurse in the State of Minnesota.

References:

Available upon request.

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- MANUEL D. NAVA -

REDACTED

REDACTED

**QUALIFICATIONS
PROFILE**

A Registered Nurse with extensive experience in conducting holistic assessments for the care of chronically ill patients. Provided education for hospital patients in preparation for surgery or discharge and for outpatients regarding self-care. Demonstrated ability to perform well in stressful situations and operate sophisticated life support systems. Extensive training, experience and interest in caring for patients with psychological problems. Works effectively on a health care team or independently. Successfully functions as a Public Health Nurse providing services and educational information to the public and various agencies on an ongoing basis. Skilled in all aspects of nursing profession.

Key areas of proficiency include:

- * Patient Assessments and Critical Care
- * Patient/Staff Education
- * Safety/Health Promotion and Prevention
- * Disease/Infection Intervention and Prevention

EXPERIENCE

PUBLIC HEALTH NURSE/CHILD CARE CONSULTATION (9/89 - Present)
Hennepin County Community Health Department, 6601 Shingle Creek Parkway,
Suite 500, Brooklyn Center, Minnesota 55430
Responsibilities include:

- * Consult with child care centers on Health and Safety.
- * Work with center staff on various educational topics regarding sanitation, safety, health, accident prevention, behavior, learning skills, helping them to increase their knowledge and achieve a better understanding in these areas.
- * Provide support, resources and referrals and maintain a degree of networking within the child care community.

RESULTS:

- * Successfully achieved skills and knowledge in child care consulting. Achieved ability to provide class/workshops to a large/small group of participants. Successfully triaged incoming phone calls for health/safety concerns or referral to other resources/agencies.

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EXPERIENCE
(Continued)

DISEASE INTERVENTION SPECIALIST HIV/STD (5/9/88-8/89) Minnesota
Department of Health, 717 Delaware, Minneapolis, Minnesota.
Responsibilities include:

To interrupt and prevent transmission of human immunodeficiency Virus (HIV), the causative agent of AIDS and sexually transmitted diseases (STD) through the application of STD casefinding activity, application of HIV risk reduction/disease prevention counseling surveillance interviewing, and contact notification activities. To provide support and assistance to local health departments, physicians and other health professions in their efforts to control these diseases.

RESULTS:

- * Successfully achieved skills to deal effectively with individuals on a sensitive, non-judgmental yet direct manner. The ability to show effective communication with diverse groups of person who come into contact with or have various STD and HIV infections are at risk for acquiring these diseases.

METROPOLITAN HEALTH PLAN (7/86 - 5/88) Hennepin County Medical
Center, 701 Park Avenue South, Minneapolis, Minnesota.
Responsibilities include:

- * Evaluation of incoming calls concerning personal issues
- * Evaluation of the health issue and decision making concerning referral to on call doctors or need for prompt medical care. Patient education concerning health issues, problems to help maintain health care wellness.

Health Education included:

- * Health Promotion
- * Nutrition
- * Maternal/Child Health
- * Acute Adult Problems

ACHIEVEMENTS:

- * Successfully triaged incoming calls for evaluation of problems in a prompt, efficient manner to achieve quality care to individuals of the Health Maintenance Organization.
- * Successfully educate individuals to arising health problems concerning self and family members.

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EXPERIENCE

(Continued)

PUBLIC HEALTH NURSE (10/84 - Present) Minnesota Visiting Nurse Association, Minneapolis Public Health Department, Minneapolis, Minnesota.
Responsibilities include:

- * Participating in a health promotion and maintenance team of five to provide teaching and information to antepartum and postpartum clients.
- * Teaching the concepts of health promotion and maintenance.
- * Providing resource and referral information on the availability of community services for clients and children.
- * Assessing the skills and needs of clients and children.
- * Serving on the Hispanic Task Force and Southeast Asian Task Force to educate clients on the need for health promotion and maintenance.

ACHIEVEMENTS:

- * Efficiently organized personal schedule to make maximum contacts with clients and respond to the needs of clients and the organization.
- * Assessed client needs and identified the resources available to meet those needs.

STAFF NURSE (4/84 - 10/84) Favorite Nurses, St. Paul, Minnesota.

- * Respond to assignments in private hospitals throughout the metropolitan area, working primarily in intensive care units as part of a team.

TRAVELING NURSE (1/4/84) Hospital Staffing Services, New Orleans, Louisiana.

- * Provided care to post-op and nephrology patients on a 20 bed ward.
- * Handled 10-20 patients at once, which required an efficient use of time to meet all needs.

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STAFF NURSE (9/79 - 1/84) Hennepin County Medical Center, Minneapolis, Minnesota.

- * Served as Staff/Resource Nurse on a seventeen bed Renal Intensive Care Unit.
- * Conducted holistic assessment of patient's needs as a basis for providing appropriate care.
- * Responsible for complete care of chronically ill patients including the psychological aspect of their care.
- * Assigned nurses to specific patients and insured the proper staffing for oncoming shifts. Supervised up to ten nurses.
- * Dealt with a variety of chronically ill patients experiencing total body failure including heart, respiratory and neurological.

RESULTS:

- * Successfully handled patients in highly stressful conditions.
- * Achieved technical skills in the operation of sophisticated equipment including Swans, Arterial Lines and Cardiac Monitors.

EDUCATION

BACHELOR OF SCIENCE-NURSING (1979) University of Minnesota, School of Nursing, Minnesota.

Extensive child psychology training in undergraduate work.

Student Clinical Experience:

- Medical/Surgical, University of Minnesota Hospital (3 months)
- Psychology, Golden Valley Health Care Center (3 months)
- Health, Department of Public Health, St. Paul (3 months)

Continuing Education (1979 - Present)

Hennepin County Medical Center

- Psychological Care of Critical Patients
- Cardiovascular Critical Care
- Renal Critical Care
- Pulmonary Critical Care

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SKILL BUILDING WORKSHOPS/SEMINARS

- Diversity in the Workplace
- Team Building
- Leadership Styles
- Lotus 123
- Public Policy and Advocacy
- Building Effective Collaboration
- Supervisor Skills

EDUCATION

Human Services Administration, Metro State University, Senior Status.

OTHER

- Former foster parent for seven years
- Developed and taught a variety of workshops related to early childhood programming
- Proficient in Micro-Soft Word
- Writing: Development of informational brochures, articles for various publications, on the job editing

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CINDY KELLEY

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WORK EXPERIENCE

Director, Family Child Care Services, Greater Minneapolis Day Care Association, 1987 - present.
Primary function is to oversee family child care services at the agency. Duties include responsibility for four family child care programs including planning, budget monitoring, proposal writing for continued funding, staffing and related functions for an advisory committee, supervision of staff within the unit, and general agency representation to and for the family child care community. Other duties include publication of a quarterly newsletter, public speaking, hiring instructors and scheduling training for providers on a quarterly basis, maintaining current knowledge of regulations and telephone counseling.

Family Child Care Provider 1981-1987
Primary function to serve the needs of the children in a developmentally appropriate manner. This includes maintaining a safe, nurturing environment, meal planning and preparation, curriculum planning, parent communication and time management. Other duties include maintaining knowledge of self-employment laws, record keeping, taxes, and staying updated on knowledge of licensing regulations.

Executive Secretary, Northern Telecom 1980-1981
Inventoried and ordered office supplies, entered, corrected and re-entered relevant computer data; revision of interoffice memos and letters; telephone liaison with field sales personnel.

Assistant Manager, Shirtworks 1979-1980
Daily closing duties including banking, balancing daily sales and dollars in store; cashier and floor sales, monthly inventory of stock.

VOLUNTEER EXPERIENCE

Neighborhood Group Leader 1986-1987
Chair family child care neighborhood group meetings, organize and schedule yearly training, organize telephone tree to send out new information, maintain list of providers in the group and mail information on upcoming training.

Proposal Review Committee 1983-1984
Duties include interviewing applicants and allocating Community Development Block Grant funds after following a group decision making process. Also part of the appeals committee for this process.

BOARD EXPERIENCE

- Development Corporation for Children (DCC). Original founder, board member, current president. DCC is a non-profit developer.
- Minnesota Association for the Education of Young Children (MnAEYC). Current board member, 1994 Conference Chairperson.

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MANUEL NAVA

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EDUCATION
(Continued)

Control Data Institute (1984)

- Data Processing
- BASIC Programming
- Computer Programming and Operations
- Structured FORTRAN
- Accounting Principles

Registered Nurse

Public Health Certificate

LANGUAGE English, Spanish**VOLUNTEER** Staff Nurse (5/83 - Present) Uptown Community Clinic, Minneapolis, Minnesota.**REDACTED****REFERENCES** Available upon request

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